

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Bradford County Housing Authority</u> PHA Code: <u>PA064-01</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>7/2011</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>400</u> Number of HCV units: <u>246</u>				
3.0	Submission Type X 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the Bradford County Housing Authority is the same as that of the Department of Housing and Urban Development, To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <ul style="list-style-type: none"> Expand the supply of assisted housing through reduced vacancies. Goal 1% Leverage private or other public funds to create additional housing opportunities through Bradford/Tioga Leased Housing Corporation. Currently constructing an 11 unit building of subsidized housing. Improve the quality of assisted housing by improving public housing management. Goal 95% Improve Voucher management. Goal 95% Increase customer satisfaction. Obtain 10 pts. On PHA score. Provide additional support services to tenants for housekeeping and personal care. Currently allow 1 and ½ hors of housekeeping for each elderly, handicapped or disabled resident. Renovate and modernize public housing units with continued upgrades of 400 Public Housing Units. Increase assisted housing choices. Provide information at interview. Conduct outreach efforts to landlords. Refer qualified tenants to Trehab 1st Time Homebuyers Program. Improve community quality of life and economic vitality by implementing public housing security improvements such as lock systems and security camera. Promote self-sufficiency and asset development of families and individuals. Implemented a preference for working families as well as applied for FSS Grant monies. Refer tenants to successful New Choices and Career Link Programs for job training. Increase funding for home support services contract and PA waiver program. Participate with Nursing Home Transition Team with Area Agency on Aging. Continue to co-operate with Endless Mountain Transportation Agency. Ensure equal opportunity in housing for all Americans by advertising to include equal housing opportunity statement. Authority has achieved compliances with all Federal ADA/504 Requirements. Authority will continue to go beyond federal requirements by providing additional reasonable accommodations to applicants/tenants who make requests or who are determined to be in need of reasonable accommodations as a result of annual housing inspections of apartments. Continue to cooperate with the Center for Independent living in implementing specific project recommendations. 				

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>Modifications to Public Housing Admissions and Occupancy Policy and Section 8 Administrative Plan to provide for a Public Housing preference for any current County Resident as well as a preference scoring system. Also specific plan to remove Voucher participants in the event of loss of funding. See attached summary for detailed explanation of the proposed changes.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>The 5 –year Plan and Annual PHA Plan is available for Public View at the Central Office as well as the Authority website www.tbhra.org</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p style="text-align: center;">See Attached</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p style="text-align: center;">See Attached</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p style="text-align: center;">See Attached</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p style="text-align: center;">Statistics On File</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>Maximize the number of affordable units available to the Bradford County Housing Authority within it’s current resources by:</p> <ul style="list-style-type: none"> • Employ effective maintenance and management policies to maximize the number of public housing units off-line. • Reduce turnover for vacated public housing units. • Maintain or increase section 8 lease-up rate by establishing payment standards that will enable families to rent throughout the jurisdiction. • Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size. • Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program. • Increase the number of affordable housing units by applying for additional section 8 vouchers should they become available. • Implement Project Based Housing as part of our Admissions and Occupancy Policy. • Leverage affordable housing resources in the community through creation of mixed-finance housing. • Employee admissions preference aimed at families who are working. • Adopt rent policies to support and encourage work. • Carry out modifications needed in public housing based on the section 504 needs assessment for Public Housing. • Affirmatively market to local non-profit agencies that assist families with disabilities. • Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.

10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p><u>Goal – Leverage private or other public funds to create additional housing opportunities.</u></p> <p>Progress: The Authority continues to explore opportunities for additional public & private resources</p> <p><u>Goal – Acquire or build units or developments.</u></p> <p>Progress: The Authority through its non profit affiliate is in the process of constructing and placed in service tax credits for 11 units of affordable housing for the elderly.</p> <p><u>Goal – Housing Choice Vouchers have been set aside for use with the Area Agency on Aging nursing home transition program.</u></p> <p>Progress: One Voucher is being utilized currently through this program. The Authority is still working with AAA to process more.</p> <p><u>Goal – The Authority has partnered with the TreHab Agency to process applications for a number of their newly developed mixed housing projects.</u></p> <p>Progress: The Authority has several section 8 clients residing in the newly constructed Oak Ridge Townhouses operated by TreHab Agency.</p> <p><u>Goal – To assist residents with transportation throughout the County and surrounding areas as needed for medical or other appointments.</u></p> <p>Progress: The Authority pays a monthly stipend to the Endless Mountain Transportation Association on behalf of our residents to allow for free transportation.</p> <p><u>Goal – Assist residents with housekeeping needs to allow for longer independent living.</u></p> <p>Progress: The Authority currently pays a homemaker service for 11/2 hours of housekeeping service every other week for residents that are elderly, handicapped or disabled</p> <p><u>Goal – Continue to receive scores above PHAS scores above 96%.</u></p> <p>Progress: The Authority most recent PHAS score is 95% and continues to be a High Performer.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>A substantial deviation or significant amendment or modification, which requires public notice and comment, will be required if a change is made to the Plan, or any component thereof, related to the following:</p> <ul style="list-style-type: none"> • Demolition or conversion of units; • Implementation of a homeownership program; • Additions of Non-Emergency work items with an estimated cost greater than 50% of the Authority's annual Comprehensive Grant (items not included in the current Annual Statement or 5-Year Action Plan. <p>Changes made to the Plan, or any component thereof, which do not relate to the above-mentioned issues will not be considered substantial or significant and will not require public notice and comment.</p>
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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Bradford County Housing Authority	Grant Type and Number: Capital Fund Program Grant No.: <u>PA26P06450109</u> Placement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant: <u>2009</u> FFY of Grant Approval: _____
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Type of Grant
☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual statement (revision no: _____)
☒ Performance and Evaluation report for Program Year Ending 12/31/2010 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised 2	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (may not exceed 20% of line 20) ³	5,161.00	80,601.00	80,601.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	55,351.00	55,351.00	55,351.00	55,351.00
5	1411 Audit	1,000.00	1,000.00	1,000.00	1,000.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	35,000.00	24,800.00	24,800.00	22,844.82
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	25,000.00	29,300.00	29,300.00	26,956.00
10	1460 Dwelling Structures	432,000.00	352,460.00	352,460.00	121,228.00
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	10,000.00	10,000.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities ⁴	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sum of lines 2 - 19)	553,512.00	553,512.00	553,512.00	227,379.82
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	27,000.00	39,700.00	39,700.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	20,000.00	26,860.00	26,860.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	130,000.00	68,700.00	68,700.00	40,230.00

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

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		Replacement Housing Factor Grant No.: _____ FFY of Grant: 2009 FFY of Grant Approval: _____	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation report for Program Year Ending _____ <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ²
Signature of Executive Director _____		Date	Signature of Public Housing Director _____
		12/31/2010	6/14/11

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Part II: Supporting Pages								
PHA Name: Bradford County Housing Authority			Grant Type and Number: Capital Fund Program Grant No.: PA26P06450109 CFFP (Yes/No): No Replacement Housing Factor Grant No.:					Federal FY of Grant: 2009
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised 2	Funds Obligated ²	Funds Expended ²	
AMP 1								
PA 64-2	Siding Replacement	1460	9500 sq ft	45,000.00	58,700.00	58,700.00	53,530.00	A: 7/10 C:
PA 64-2	Toilets	1460	20	6,000.00	6,700.00	6,700.00	0.00	A: 7/10 C:
	PA 64-2 Total			51,000.00	65,400.00	65,400.00	53,530.00	
	AMP 1 Total			51,000.00	65,400.00	65,400.00	53,530.00	
AMP 2								
PA 64-4	Generator Replacement	1460	1	45,000.00	0.00	0.00	0.00	Move to 2011
PA 64-4	Refurbish Kitchens	1460	62	60,000.00	58,510.00	58,510.00	26,100.00	A: 7/10 C:
PA 64-4	Compactor Upgrade	1460	1	3,000.00	0.00	0.00	0.00	Deleted by Maint
PA 64-4	Concrete Work (from 2014)	1450	17 cb yds	0.00	29,300.00	29,300.00	26,956.00	A: 7/10 C:
	PA 64-4 Total			108,000.00	87,810.00	87,810.00	53,056.00	
PA 64-6	Window Replacement (Comm Rm Only - scope change)	1470	300 sq ft	10,000.00	10,000.00	10,000.00	0.00	A: 7/10 C:
PA 64-6	Kitchen Upgrades (from 2012)	1460	10	0.00	59,520.00	59,520.00	37,548.00	A: 7/10 C:
PA 64-6	Walkway Lighting	1450	1	25,000.00	0.00	0.00	0.00	Move to 2011
PA 64-6	Additional Emergency Bells	1460	5	2,000.00	0.00	0.00	0.00	Move to 2011
	PA 64-6 Total			37,000.00	69,520.00	69,520.00	37,548.00	
	AMP 2 Total			145,000.00	157,330.00	157,330.00	90,604.00	
AMP 3								
PA 64-3	Lighting	1460	100	35,000.00	0.00	0.00	0.00	Move to 2012
PA 64-3	Window Upgrades	1460	300	20,000.00	0.00	0.00	0.00	Move to 2013
PA 64-3	Replace Toilets	1460	69	30,000.00	39,700.00	39,700.00	0.00	A: 7/10 C:
PA 64-3	Refurbish Kitchens	1460	62	60,000.00	55,520.00	55,520.00	4,050.00	A: 7/10 C:
PA 64-3	Man Door In Overhead Door	1460	1	3,000.00	12,000.00	12,000.00	0.00	A: 7/10 C:
	PA 64-3 Total			148,000.00	107,220.00	107,220.00	4,050.00	

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² To be completed for the Performance and Evaluation Report.

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Page 5 of 5

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Part I: Summary

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Type of Grant

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4	1410 Administration (may not exceed 10% of line 20)	55,351.00	55,351.00	55,351.00	55,351.00
5	1411 Audit	1,000.00	1,000.00	1,000.00	1,000.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	35,000.00	24,800.00	24,800.00	22,844.82
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
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13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
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22	Amount of line 20 Related to Section 504 Activities	27,000.00	39,700.00	39,700.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	20,000.00	26,860.00	26,860.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	130,000.00	68,700.00	68,700.00	40,230.00

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Part I: Summary			
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		Replacement Housing Factor Grant No.: _____	
		FFY of Grant: 2009 FFY of Grant Approval: _____	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation report for Program Year Ending _____ <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ²
Signature of Executive Director _____		Date	Signature of Public Housing Director _____
		12/31/2010	6/14/11
		Obligated	Expended

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Capital Fund Financing Program

U.S. Department of Housing and Urban Development
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Part II: Supporting Pages								
PHA Name: Bradford County Housing Authority			Grant Type and Number: Capital Fund Program Grant No.: PA26P06450109 CFFP (Yes/No): No Replacement Housing Factor Grant No.:					Federal FY of Grant: 2009
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised 2	Funds Obligated ²	Funds Expended ²	
AMP 1								
PA 64-2	Siding Replacement	1460	9500 sq ft	45,000.00	58,700.00	58,700.00	53,530.00	A: 7/10 C:
PA 64-2	Toilets	1460	20	6,000.00	6,700.00	6,700.00	0.00	A: 7/10 C:
	PA 64-2 Total			51,000.00	65,400.00	65,400.00	53,530.00	
	AMP 1 Total			51,000.00	65,400.00	65,400.00	53,530.00	
AMP 2								
PA 64-4	Generator Replacement	1460	1	45,000.00	0.00	0.00	0.00	Move to 2011
PA 64-4	Refurbish Kitchens	1460	62	60,000.00	58,510.00	58,510.00	26,100.00	A: 7/10 C:
PA 64-4	Compactor Upgrade	1460	1	3,000.00	0.00	0.00	0.00	Deleted by Maint
PA 64-4	Concrete Work (from 2014)	1450	17 cb yds	0.00	29,300.00	29,300.00	26,956.00	A: 7/10 C:
	PA 64-4 Total			108,000.00	87,810.00	87,810.00	53,056.00	
PA 64-6	Window Replacement (Comm Rm Only - scope change)	1470	300 sq ft	10,000.00	10,000.00	10,000.00	0.00	A: 7/10 C:
PA 64-6	Kitchen Upgrades (from 2012)	1460	10	0.00	59,520.00	59,520.00	37,548.00	A: 7/10 C:
PA 64-6	Walkway Lighting	1450	1	25,000.00	0.00	0.00	0.00	Move to 2011
PA 64-6	Additional Emergency Bells	1460	5	2,000.00	0.00	0.00	0.00	Move to 2011
	PA 64-6 Total			37,000.00	69,520.00	69,520.00	37,548.00	
	AMP 2 Total			145,000.00	157,330.00	157,330.00	90,604.00	
AMP 3								
PA 64-3	Lighting	1460	100	35,000.00	0.00	0.00	0.00	Move to 2012
PA 64-3	Window Upgrades	1460	300	20,000.00	0.00	0.00	0.00	Move to 2013
PA 64-3	Replace Toilets	1460	69	30,000.00	39,700.00	39,700.00	0.00	A: 7/10 C:
PA 64-3	Refurbish Kitchens	1460	62	60,000.00	55,520.00	55,520.00	4,050.00	A: 7/10 C:
PA 64-3	Man Door In Overhead Door	1460	1	3,000.00	12,000.00	12,000.00	0.00	A: 7/10 C:
	PA 64-3 Total			148,000.00	107,220.00	107,220.00	4,050.00	

¹ To be completed for the Performance and Evaluation Report or a revised Annual Statement

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

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Page 5 of 5

**Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: Bradford County Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: PA26S06450109 Date of CFFP: _____			FFY of Grant: 2009 CFRG FFY of Grant Approval: _____
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: _____) <input checked="" type="checkbox"/> Performance and Evaluation report for Program Year Ending 12/31/2010 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (may not exceed 20% of line 20) ³	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	66,373.00	63,195.41	63,195.41	63,195.41
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	55,300.00	55,656.91	55,656.91	55,656.91
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	10,000.00	13,825.00	13,825.00	13,825.00
10	1460 Dwelling Structures	519,917.00	533,305.68	533,305.68	533,305.68
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	50,000.00	35,607.00	35,607.00	35,607.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities ⁴	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sum of lines 2 - 19)	701,590.00	701,590.00	701,590.00	701,590.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	20,000.00	17,695.00	17,695.00	17,695.00
25	Amount of line 20 Related to Energy Conservation Measures	171,417.00	190,649.89	190,649.89	190,649.89

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary			
PHA Name: Bradford County Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: PA26S06450109 Replacement Housing Factor Grant No.: Date of CFFP:	
		FFY of Grant: 2009 CFRG FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation report for Program Year Ending 12/31/2010 <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	
		Original	Revised ²
		Total Actual Cost ¹	
		Obligated	Expended
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	
12/31/2010		6/14/11	

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

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Office of Public and Indian Housing
Expires 4/30/2011

[illegible]

¹ Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: Bradford County Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: PA26S06450109 Date of CFFP: _____			FFY of Grant: 2009 CFRG FFY of Grant Approval: _____
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: _____) <input checked="" type="checkbox"/> Performance and Evaluation report for Program Year Ending 12/31/2010 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (may not exceed 20% of line 20) ³	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	66,373.00	63,195.41	63,195.41	63,195.41
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	55,300.00	55,656.91	55,656.91	55,656.91
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	10,000.00	13,825.00	13,825.00	13,825.00
10	1460 Dwelling Structures	519,917.00	533,305.68	533,305.68	533,305.68
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	50,000.00	35,607.00	35,607.00	35,607.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities ⁴	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sum of lines 2 - 19)	701,590.00	701,590.00	701,590.00	701,590.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	20,000.00	17,695.00	17,695.00	17,695.00
25	Amount of line 20 Related to Energy Conservation Measures	171,417.00	190,649.89	190,649.89	190,649.89

¹ To be completed for the Performance and Evaluation Report.


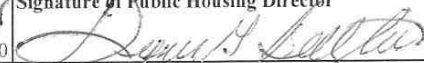
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary			
PHA Name: Bradford County Housing Authority		Grant Type and Number: Capital Fund Program Grant No: PA26S06450109 Replacement Housing Factor Grant No: Date of CFFP: _____	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: _____) <input checked="" type="checkbox"/> Performance and Evaluation report for Program Year Ending 12/31/2010 <input type="checkbox"/> Final Performance and Evaluation Report		FFY of Grant: 2009 CFRG FFY of Grant Approval: _____	
Line	Summary by Development Account	Total Estimated Cost	
		Original	Revised ²
		Total Actual Cost ¹	
		Obligated	Expended
Signature of Executive Director 		Signature of Public Housing Director 	
Date 12/31/2010		Date 6/14/11	

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

[illegible]

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Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: Bradford County Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: _____ Placement Housing Factor Grant No: _____ Date of CFFP: _____		FFY of Grant: 2011 FFY of Grant Approval: _____	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: _____) <input type="checkbox"/> Performance and Evaluation report for Program Year Ending _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (may not exceed 20% of line 20) ³	14,351.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	54,900.00	0.00	0.00	0.00
5	1411 Audit	1,000.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	28,000.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	101,000.00	0.00	0.00	0.00
10	1460 Dwelling Structures	255,000.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	95,000.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities ⁴	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sum of lines 2 - 19)	549,251.00	0.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

¹ To be completed for the Performance and Evaluation Report.



² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

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⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		Grant Type and Number:		FFY of Grant:	
PHA Name: Bradford County Housing Authority		Capital Fund Program Grant No.: _____ Placement Housing Factor Grant No: _____ Date of CFFP: _____		2011 FFY of Grant Approval: _____	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: _____) <input type="checkbox"/> Performance and Evaluation report for Program Year Ending _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line		Summary by Development Account		Total Actual Cost ¹	
		Total Estimated Cost		Obligated	
		Original		Revised ²	
				Expended	
Signature of Executive Director		Date		Signature of Public Housing Director	
		7/29/2011			
				8/3/11	

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages								
PHA Name:			Grant Type and Number:					Federal FY of Grant:
Bradford County Housing Authority			Capital Fund Program Grant No.:		CFPP (Yes/No): No		2011	
			Replacement Housing Factor Grant No.:					
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 1								
PA 64-1	Install Vanities in Bathroom	1460	50	18,000.00	0.00	0.00	0.00	
	Flagpole lighting	1450	1 light	1,000.00	0.00	0.00	0.00	
	Roof Drain - A Building	1460	50lf	5,000.00	0.00	0.00	0.00	
PA 64-2	Sidewalk Replacement	1450	1000sf	5,000.00	0.00	0.00	0.00	
	Pave Parking Lot	1450	8200sf	10,000.00	0.00	0.00	0.00	
	Smoke Detectors and Co2 Detectors	1460	20units	20,000.00	0.00	0.00	0.00	
AMP 1 TOTAL				59,000.00	0.00	0.00	0.00	
AMP 2								
PA 64-4	Generator Replacement	1460	1	70,000.00	0.00	0.00	0.00	
	Replace Water & Heat Lines / Valves	1460	100 units	20,000.00	0.00	0.00	0.00	
	Hallway Carpet	1450	8000sf	35,000.00	0.00	0.00	0.00	
	Boiler Replacement	1470	3	75,000.00	0.00	0.00	0.00	
PA 64-6	Handrail in Hallways	1460	400lf	5,000.00	0.00	0.00	0.00	
	Community Room Kitchen Upgrades	1470	1 kitchen	20,000.00	0.00	0.00	0.00	
	Replace Front Sidewalk	1450	500sf	10,000.00	0.00	0.00	0.00	
	Fire Alarm Replacement	1460	30 units	30,000.00	0.00	0.00	0.00	
	Additional Emergency Bells	1460	4	2,000.00	0.00	0.00	0.00	
	Walkway Lighting	1450	2 light poles	10,000.00	0.00	0.00	0.00	
AMP 2 TOTAL				277,000.00	0.00	0.00	0.00	
AMP 3								
PA 64-3	Back Flow Prev. Domestic & Hydronic sys.	1460	6valves	10,000.00	0.00	0.00	0.00	
	Boiler Replacement	1460	3	75,000.00	0.00	0.00	0.00	
PA 64-5	New Common Area Floors	1450	2000 sf	30,000.00	0.00	0.00	0.00	
AMP 3 TOTAL				115,000.00	0.00	0.00	0.00	

¹ To be completed for the Performance and Evaluation Report or a revised Annual Statement

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
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Expires 4/30/2011

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Office of Public and Indian Housing
Expires 4/30/2011

[illegible]

Page 5 of 5

Capital Fund Program - Five-Year Action Plan

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part 1: Summary

PHA Name Bradford County Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No.: _____				
Development Number and Name		Work Statement for Year 1 FFY _____ 2011	Work Statement for Year 2 FFY _____ 2012	Work Statement for Year 3 FFY _____ 2013	Work Statement for Year 4 FFY _____ 2014	Work Statement for Year 5 FFY _____ 2015
B.	AMP-1 1450 Site Improvement	Annual Statement	35,000.00	0.00	4,500.00	0.00
C.	AMP-1 1460 Dwelling Structures		65,000.00	272,500.00	20,000.00	171,000.00
D.	AMP-1 1470 Non-Dwelling Structures		35,000.00	0.00	0.00	0.00
F.	AMP-2 1450 Site Improvement		55,000.00	8,000.00	40,000.00	20,000.00
G.	AMP-2 1460 Dwelling Structures		76,000.00	102,000.00	295,000.00	227,265.00
	AMP-2 1470 Non-Dwelling Structures		0.00	0.00	0.00	0.00
J.	AMP-3 1450 Site Improvement		20,000.00	52,500.00	7,500.00	0.00
K.	AMP-3 1460 Dwelling Structures		160,000.00	30,000.00	68,000.00	32,000.00
M.	AMP-3 1470 Non-Dwelling Structure		0.00	5,000.00	0.00	0.00
N.	AMP-3 1475 Non-Dwelling Equipment		0.00	0.00	10,500.00	3,000.00
O.	PHA Wide 1406 Operations		29,112.00	5,112.00	29,612.00	21,847.00
P.	PHA Wide 1410 MGT Fees		55,000.00	55,000.00	55,000.00	55,000.00
Q.	PHA Wide 1411 Audit	1,000.00	1,000.00	1,000.00	1,000.00	
R.	PHA Wide 1430 Fees & Costs Architech & Engineering	22,400.00	22,400.00	22,400.00	22,400.00	
	Grand Total	553,512.00	553,512.00	553,512.00	553,512.00	

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 4/30/2011

Part II: Supporting Pages - Work Activities

Work 2011	Work Statement for Year 2 FFY 2012				Activities for Year: 3 FFY Grant: 2013			
	Development Name/Number	Major Work Categories	Qty	Estimated Cost	Development Name/Number	Major Work Categories	Qty	Estimated Cost
	AMP 1				AMP 1			
	PA 64-1	1460			PA 64-1	1460		
						Replace Roof and Soffit	18000sf	130,000.00
		Bath Lighting Replacement	50	5,000.00		Handicap Accessibility improvements	3	35,000.00
						Common Area Lighting, Occ. Sensors	1	30,000.00
						Apartment Flooring	10000 sqf	37,500.00
		1450						
		Sidewalk Replacement	300sf	10,000.00				
		Handicap ramp replacement	200sf	25,000.00				
		PA 64-1 TOTAL		40,000.00		PA 64-1 TOTAL		232,500.00
	PA 64-2	1460						
		Replace Apartment Electrical Components	20	10,000.00				
		Replace Electrical Panels	20	20,000.00				
		Replace Roofs	12000 sqf	30,000.00				
		1470			PA 64-2	1460		
		New Siding on Sheds	5000 sqf	20,000.00		Handicap Apartment Upgrades	2	40,000.00
		Siding and Insulation Garage	960 sqf	15,000.00				
		PA 64-2 TOTAL		95,000.00				
						1450		
						Sidewalks to 2011		
						PA 64-2 TOTAL		40,000.00

Part II: Supporting Pages - Work Activities

form **HUD-5007.2** (4/2008)

Part II: Supporting Pages - Work Activities

Page 4 of 9

Part II: Supporting Pages - Work Activities

form **HUD-5007.2** (4/2008)

Part II: Supporting Pages - Work Activities

Page 6 of 9

Part II: Supporting Pages - Work Activities

form **HUD-5007.2** (4/2008)

Part II: Supporting Pages - Work Activities

Page 8 of 9

Part II: Supporting Pages - Work Activities

Page 9 of 9

Bradford County Housing Authority Advisory Board Meeting

**Thursday, February 3, 2011 12:00 Noon
Colonial Terrace Community Room, Towanda PA**

Present: Al Planishek – Colonial Towers, Towanda
Shirley Deranzio – Keystone Manor, Sayre
Sandy Lattimer – Page Manor, Athens
Helen Brokaw – McCallum Manor, Canton
Joyce & Richard Pratt – McCallum Manor, Canton
Rosetta Vance – McCallum Manor, Canton
Julia Beach – Hillcrest Apartments, Troy
Robert Beach - Hillcrest Apartments, Troy
Wilma Sullivan – Colonial Towers
Grace Dinelli – Colonial Towers
Jeannie Cotton – Keystone Manor
Jeannie Puckett – Keystone Manor
Anna Belle Harris – Colonial Terrace
Felix Hejeck – Keystone Manor
Gerry Mosier – Colonial Terrace
Jill Lewellyn – Colonial Terrace
Lee Bryington – BCHA
James McRath – BCHA
Kevin Patt – BCHA
Kelley Cevette – BCHA
Sandy Grover – BCHA
Scott Canfield - BCHA

James McRath, Bradford County Housing Authority Executive Director, welcomed everyone to the meeting, He introduced the staff that were present; Kevin Patt, Housing Development Coordinator, Kelley Cevette, Deputy Executive Director, Lee Bryington, Assistant Project Manger and Scott Canfield Maintenance Foreman.

Minutes from the January Feb. 3, 2010 meeting were reviewed. On motion by Al Planishek, seconded by Shirley Deranzio the minutes were approved as written. Minutes were approved.

Mr. McRath reviewed the schedule of the annual tenant meetings.

Mr. McRath reviewed the purpose of the Tenant Advisory Board, its background and history of the preparation of the Annual Plan.

Mr. McRath announced that the Housing Authority will maintain the Homemakers Assistance Program. This program currently assists eligible tenants with light housekeeping duties provided by an outside agency. He feels that this program allows for some individuals to maintain their independence longer. The Housing Authority will also maintain the subsidy paid to EMTA on behalf of our tenants that are eligible for their transportation.

Mr. McRath announced several policy changes that will be included this year in the annual plan.

Changes to the Operating Plan for Public Housing that are purposed:

- The Principal Residence clause will require a family to physically move in within 30 days of signing their lease. This is to prevent a family from renting an apartment but continuing to resident in another area and never physically move-in.
- The Authority will be having an active website as of March 1, 2010. Applications will be accepted on-line through the website as of April 1, 2010.
- There is a change in the preference process for PH and RA. There is now a preference for being a resident in the county. In addition, there will be a scoring system to rate preferences.
- EIV tenant system search required by HUD for all new applicants.
- Upgrades to Violence against Woman Act compliance.
-

Changes to the Operating Plan for Section 8 that are purposed are:

- Suspension due to insufficient funding.
- Project Based Voucher Program
- Preferences to include county residency and nursing home transition

Kevin Patt, spoke to the Board on his presentation of the five (5) year plan for physical improvements for the Capital Grant Program. He went over the procedure for determining what is on the plan each year. Items in the budget are large items such as roofs, sprinkler systems, heating systems not general maintenance items. He explained the need to adjust this plan based on funding or emergency need for repairs. After reviewing some items on this years list Kevin asked all Board members to review the specific items on the list for their particular sites and he would address any questions if needed.

Several Board members presented questions or comments on the physical needs assessment or other items.

- Keystone Manor resident asked about the security system and where the cameras were directed. She indicated that someone from outside the building entered her mother's apartment without knocking. Kevin indicated that the cameras can not cover all areas in the building. He stated that it's important to keep your doors locked at all times and to call the police if at any time you feel uncomfortable about someone entering your apartment.
- This same tenant complained that ¾ of the building residents do not come out and move their cars after a snow storm so that the maintenance staff can clear the parking lot. Kevin will look into the plan in place at Page and Keystone Manor by contacting the maintenance foreman.
- Hillcrest resident requested strobe lights for hearing impaired tenants and a threshold ramp to allow a wheel chair tenant to exit the building quickly.
- Colonial Towers resident indicated that the automatic front door stays open a long time to allow the person to enter but by doing so could allow an unwelcome person the same entrance. Scott Canfield the Foreman will look into adjusting it.
- Keystone Manor residents indicated that the tile floors on the 3rd and 5th are in very bad condition. Kevin indicated that we are working on replacing them. These are fairly new floors which is unusual for them to wear this poorly.
- Terrace resident indicated that they could use new carpet and tub cuts.
- Terrace Tenants indicated that they would like the bank behind the building cleared of brush and some flowering bushes installed.

Hearing no further comments or questions Jim informed the Board members as to the Public Hearing scheduled for March 9, 2011 at 10:00am at Colonial Towers in Towanda. Members were again thanked for their participation.

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Bradford County Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

McCallum Manor, Minnequa Ave. Canton, Bradford County, PA 17724

Canton Townhouses, Second, Washington, Montague Streets, Canton, Bradford County, PA 17724

Page Manor, Church Street, Athens, Bradford County, PA 18810

Colonial Towers, Colonial Drive, Towanda, Bradford County, PA 18848

Keystone Manor, North Elmer Ave., Sayre, Bradford County, PA 18840

Park Place, Riverside Drive, Wyalusing, Bradford County, PA 18853

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

James F. McRath

Title

Executive Director

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Applicant Name

Bradford County Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Bradford County Housing Authority 4 Riverside Plaza Blossburg, PA 16912 Congressional District, if known: 4c			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known:		
6. Federal Department/Agency: U.S. Department of Housing and Urban Development			7. Federal Program Name/Description: Capital Fund Program CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A No Lobbying Activities Proposed			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature:  Print Name: James F. McRath Title: Executive Director Telephone No.: 570-638-2151 Date: 3-30-2011		
Federal Use Only:			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

Eligibility, Selection and Admissions Policies

Eligibility, tenant selection and admissions policies are explain in detail in the Authority's Public Housing Admissions and Occupancy Policy and the Authority's Section 8 Administrative Plan. Copies of both documents are available at the Authority's Administrative Offices and are also available from the Authority's website – www.tbhra.org

Included in this document are summaries of proposed changes to the Public Housing Admissions & Occupancy Policies and the Section 8 Administrative Plan.

Public Housing Admissions and Occupancy Policy – List of Modifications March 2011

Table of Contents

Updated to reflect repagination of some sections

Chapter 7.0 Taking Applications

Remove this section in its entirety and insert the following:

Chapter 7.0 Taking Application

Families wishing to apply for the Public Housing Program will be requires to complete and application for housing assistance. Applications may be submitted by applying online through the Bradford County Housing Authority website, www.tbhra.org

Applications are taken to compile a waiting list. Due to the demand for housing in the Bradford County Housing Authority jurisdiction, the Bradford County Housing Authority may take applications on an open enrollment basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants and the Bradford County Housing Authority will verify the information.

Applications may be submitted through the Bradford County Housing Authority website www.tbhra.org The completed application will be dated and time stamped by the computer system and a confirmation assigned per application immediately following submittal. This confirmation number will be the applicant's official notification of received.

Persons with disabilities who require a reasonable accommodation in completing and application may call the Bradford County Housing Authority to make arrangements. A telecommunication device for the deaf (TDD) is available for the deaf. The TDD telephone number is (570) 638-2227.

The application process will involve two phases. The first phase is the initial application for housing assistance. This requires the family to provide limited basic information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

The second phase is the final determination of eligibility. This takes place when the family nears the top of the waiting list. The Bradford County Housing Authority will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

Reason for Changes – The admission of the Authority's website and application submittal being adjusted to an online process.

Chapter 8 Eligibility For Admission

Section B – EIV System

Renumber the existing Section B to Section C and the existing Section C to Section D Insert a new Section B as follows:

Section B – EIV System

For each prospective tenant, the Bradford County Housing Authority shall at the time of the eligibility interview print and maintain on file a copy of the EIV Existing Tenant Search results.

If the applicant or members of applicant's household are identified by EIV as currently being assisted at or owes a debt to, another Multifamily Housing or Public and Indian Housing (PIH) location, the Bradford County Housing Authority shall discuss these findings with the appropriate member(s) of applicant household and provide the opportunity to explain the circumstances relative to being assisted at, or owing a debt to, another housing provider.

The Bradford County Housing Authority shall follow up with the respective housing provider to confirm the applicant's program participation status or debt owed before admission. If necessary the Bradford County Housing Authority will coordinate move-in/move-out dates with the other housing provider at the other location.

The Bradford County Housing Authority shall retain Existing Tenant Search results, as well as any related additional documentation, with the application.

Reason for Changes – To include new HUD requirements concerning use of the previous tenant report in the EIV System.

Chapter 10.0 - Tenant Selection and assignment

Remove this section in its entirety and insert the following:

Section 10.1 Preferences

The Bradford County Housing Authority will select families based on the following preferences within each bedroom size category:

A. Residency preferences for families who live, work, or have been hired to work or who are attending school in Bradford County. This preference shall be worth 50 points.

B. Those who are involuntarily displaced by government action, flood, fire or as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws. This preference shall be worth 25 points.

C. Victims of domestic violence. This preference shall be worth 20 points.

D. Persons who are homeless. This preference shall be worth 15 points.

E. Those who have been employed 20 hours per week for the three months prior to submitting the application. This preference shall be worth 10 points.

F. Veterans and Veteran's families. This preference shall be worth 5 points.

Points awarded for the above listed preferences shall be cumulative. Order of applicant selection among applicants with the same number of preference points shall be based on the state and time of the application. Table 1 provides a matrix of the various cumulative values of the preference listed above.

Building Designed for the Elderly and Disabled: Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come up to the top of the waiting list. Such applicants, however, must sign a release form stating that will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice. A separate waiting list will be maintained for applicants that request a handicapped unit only.

Reason for changes: Addition of the residence preference and point values of preferences.

Chapter 10. Tenant Selection and Assignment Plan

Insert section 10.9 which was not previously on the plan, as follows:

Section 10.9 Physical Residency Requirement

The physical unit that the applicant signs the lease agreement for must become their principal residence. The tenant will be given 30 days from the date of the lease signing to physically move into the residence and change their mailing address to this location. Failure to do so allows the Bradford County Housing Authority the option of beginning the eviction process.

Reason for Change – To avoid applicants from renting units and not physically moving into them while keeping their primary residence elsewhere.

Chapter 19.0 Violence Against Woman Act

Addition of A, B, C & D under Section 19.1 as follows:

Section 19.1 Violence Against Woman Act

- A. Bradford County Housing Authority may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy or occupancy rights of the victim of abuse.*
- B. The Bradford County Housing Authority may not consider criminal activity directly related to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse.*
- C. The Bradford County Housing Authority may request in writing that the victim, or family member on the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066 or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specific timeframe may result in eviction.*
- D. The Bradford County Housing Authority should be mindful that the delivery of the certification form to the tenant in response to an incident via mail may place the victim at risk, e.g., the abuser may monitor the mail. Therefore, the Authority may require that the tenant appear in person to pick up the certification form and are encouraged to work with tenants to make delivery arrangements that do not place the tenant at risk.*

Reason for Changes – To include new HUD requirements for the Violence Against Woman Act

Section 8 Admissions and Occupancy Policy – List of Modifications March 2011

Chapter 4.0 Managing the Waiting List

Remove this section in its entirety and insert the following:

Chapter 4.2 Taking Applications

Families wishing to apply for the Section 8 Program will be required to complete an application for housing assistance. Applications may be submitted by applying online through the Bradford County Housing Authority website, www.tbhra.org

Applications are taken to compile a waiting list. Due to the demand for housing in the Bradford County Housing Authority jurisdiction, the Bradford County Housing Authority may take applications on an open enrollment basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants and the Bradford County Housing Authority will verify the information.

Applications may be submitted through the Bradford County Housing Authority website www.tbhra.org. The completed application will be dated and time stamped by the computer system and a confirmation assigned per application immediately following submittal. This confirmation number will be the applicant's official notification of receipt.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Bradford County Housing Authority to make arrangements. A telecommunication device for the deaf (TDD) is available for the deaf. The TDD telephone number is (570) 638-2227.

The application process will involve two phases. The first phase is the initial application for housing assistance. This requires the family to provide limited basic information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

The second phase is the final determination of eligibility. This takes place when the family nears the top of the waiting list. The Bradford County Housing Authority will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Section 8 Program.

Reason for Changes – The admission of the Authority's website and application submittal being adjusted to an online process.

Chapter 5.0 Selecting Families from The Waiting List

Change – 5.2 Preferences, Insert new Section A #1 & 3, Section B #1, 2 & 3

5.2 Preferences

A. Local Preferences

1. *County Residency*
2. *Involuntarily displaced person/family.*
3. *Nursing Home Transition Program.*

B. Preference Rule Definitions

1. *County Residency*

Residency preference for families who live, work, or have been hired to work in Tioga County or who are attending school in Tioga County.

2. *Involuntary Displaced*

Includes displaced because of fires, disasters, government action and victims of actual or threatened physical violence (applicant does not have to move out to qualify)

In order to qualify as involuntarily displaced, the applicant cannot have been rehoused in substandard housing. For this purpose, housing is not standard replacement housing if it is overcrowded.

Cause evictions are not included as displaced criteria

3. *Nursing Home Transition*

Provides preference consideration for Area Agency on Aging clients who are temporarily housed in nursing homes facility and no longer require nursing home care.

Reason for Change – To update preferences to include County Residency and Nursing Home Transition

Chapter 6. Assignment Of Bedroom Sizes (Subsidy Standards)

Change - Insert Section 6.1.5

Section 6.1.5 EIV System

For each prospective tenant, the Bradford County Housing Authority shall at the time of the eligibility interview print and maintain on file a copy of the EIV Existing Tenant Search results.

If the applicant or members of applicants household are identified by EIV as currently being assisted at or owes a debt to, another Multifamily Housing or Public and Indian Housing (PIH) location, the PHA shall discuss these findings with the appropriate member(s) of applicant household and provide the opportunity to explain the circumstances relative to being assisted at, or owing a debt to, another housing provider.

The Bradford County Housing Authority shall follow up with the respective housing provider to confirm the applicant's program participation status or debt owed before admission. If necessary the PHA will coordinate move in/move-out dates with other housing provided at the other location.

The Bradford County Housing shall retain Existing Tenant Search results, as well as any related additional documentation, with the application.

Reason for Change – To include new HUD requirements concerning use of the previous tenant report in the EIV System.

Change - Chapter 19.0 to 20.0 and 20.0 to 21.0. Insert Chapter 19.0 and 22.0

Chapter 19. Termination of Contract

A. Suspension Due To Insufficient Funding

The Bradford County Housing Authority monitors income and expenditure data for the Housing Choice Voucher Program on a monthly basis. If at any time the Bradford County Housing Authority determines that insufficient funding is available to meet Housing Assistance Payment obligations, the Authority will take action to ensure fiscal solvency of the Housing Choice Voucher Program. The Authority will take the following actions to balance anticipated voucher program expenditures with voucher program income:

- 1. Suspend issuances of vouchers to applicants from the Section 8 Voucher Program waiting list.*
- 2. Termination of vouchers previously issued to applicant, but not yet under assistance contract.*
- 3. Suspend assistance to current program participants:*

In the event that the Bradford County Housing Authority must suspend assistance to current participants, such suspensions will be performed as follows:

- a. The Bradford County Housing Authority will compile a list of all current participants. This participation list shall be in descending order of date of admission into the program (that is the oldest date of admission shall appear first).*

- b. The Bradford County Housing Authority will review the participant list and will initially exclude from the list all participating families which the Head of Household or Co Head of Household is elderly (defined as age 62 or older) or is disabled.*
- c. The Bradford County will then select non elderly/non disabled households from the participating list in order of program admission date, beginning with the participant with the oldest date.*
- d. The Bradford County Housing Authority will continue to select participants from the list until a sufficient number of participants are selected such that the sum of their monthly assistance payments are sufficient to reduce total monthly payments to an amount commensurate with program income*
- e. In the event that there are not sufficient numbers of elderly/non elderly disabled households available to reduce expenditures to the required level, then the Bradford County Housing Authority will select elderly/disabled households for suspension in the order of the household's program admission date (beginning with the oldest date of admission).*
- f. All participants selected for suspension as described in this section shall receive no less than 30 days written notification of the suspension of assistance. Such notice shall also be provided to the affected property owner.*
- g. Suspension of assistance under this section shall not be subject to the Bradford County Housing Authority's Grievance Policy and any participant suspended solely due to lack of sufficient funding shall not be entitled to a hearing to contest the Authority's action.*
- h. Suspension of assistance to the participant under this section shall result in termination of the Housing Assistance Payment Contract with the property owner on the same date as assistance to the participant is suspended. The Bradford County Housing Authority shall have no obligation for any additional assistance payments to the property owner beyond the date of suspension of assistance.*

4. Restoration of Assistance.

Any participant whose assistance is suspended due solely to lack of sufficient funding may be entitled to reinstatement of assistance. Reinstatement shall be available to any suspended participant who, as of the date of the reinstatement offer, is not already receiving another form of subsidized housing assistance. Such other subsidized housing assistance shall mean a housing program in which the participant is required to pay no more than 30% of their adjusted income for rent and utilities:

- a. Assistance shall be reinstated in the same order in which assistance was originally suspended. However, reinstatement may be subject to termination of participation in the event the participant has engaged in an*

act or acts during suspension period, which act or acts would result in program termination had the assistance suspension not been in effect. For example is during the suspension period the participant engages in a criminal act which would have resulted in a termination action had assistance not be suspended. In the event of such a termination action, all requirements in this policy governing termination of program participant shall be in effect.

- b. Reinstatement will include the execution of a new Housing Assistance Payment contract with the property owner. If at the time of reinstatement the new HAP contract is executed for the same dwelling occupied by the participant at the time of assistance suspension, the Bradford County Housing Authority shall have no obligation for assistance payments during the time period in which the suspension action was in effect.*
- c. When offered the opportunity doe reinstatement, the affected participants will be subject to the procedures outlined in this policy for new participants, including but not limited to: issuance of the voucher, time period for locating a dwelling, execution of the Hap contract, rent reasonableness and Housing Quality Standards.*
- d. In no event shall the Bradford County Housing Authority admit any new participant families from the waiting list nor absorb any incoming portable voucher holders until all eligible participants with suspension assistance have been offered the opportunity for reinstatement.*
- e. All suspended participants shall be notified in writing of the offer of reinstatement. Such written notice shall be sent to the last known mailing address provided by the participant. Failure of the participant to respond to the offer of reinstatement within 30 days shall be rounds for termination of assistance in accordance with the procedures for termination outlined in this Administrative Plan.*

4. Multiple Suspension Events

- a. In the event that the Bradford County Housing Authority must suspend assistance on more than one occasion, additional restrictions on suspension will take effect. In no case shall any participant be subject to a 2nd or subsequent suspension event until all participants have been subject to suspension.*

5. Treatment of Suspended Participants during suspension

- a. Any participants with suspended assistance shall remain a current program participant. As such reinstatement of assistance shall not be considered a new program admission for purposes of the income targeting requirements outlined in this Administrative Plan.*

Reason for Change – Describe procedures to deal with reduction of HAP costs due to insufficient funding.

II. 22.0 PROJECT BASED VOUCHER PROGRAM

A. Purpose

The Bradford County Housing Authority's project based voucher program is established to provide safe and affordable housing opportunities for elderly, disabled, and/or severely economically disadvantaged families. Persons who are elderly and/or have disabilities or who are economically disadvantaged must be offered supportive services as a condition of occupancy.

Supportive housing services include but are not limited to:

- *a private apartment;*
- *a service coordinator to help residents arrange for services;*
- *personal care services;*
- *housekeeping and laundry assistance;*
- *transportation;*
- *social activities;*
- *help with chores;*

B. Procurement

Units selected for project-based assistance are units for which competitively awarded 9 percent housing tax credits have been provided. Owners who have received competitively awarded 9 percent housing tax credits must make a written request to Bradford County Housing Authority for project-based voucher assistance within 3 years from the date of their award. Bradford County Housing Authority will require the owner to submit an application based upon selection criteria. All units must meet selection criteria.

If a request for proposals is initiated by Bradford County Housing Authority, Bradford County Housing Authority will publicly advertise the availability of project-based assistance for a specific number of units through a written application method. The request for proposal application will contain selection criteria that shall not limit proposals to a single site or impose restrictions that would preclude proposals for different sites. A deadline for submission for proposals will be required. A public advertisement will be placed in Towanda Daily Review.

C. Selection Criteria

Proposals for project-based assistance may be requested for new or existing structures or structures that will undergo rehabilitation. The type of units sought for project based assistance may have special conditions that are created to achieve a desired housing outcome for the type of families targeted to receive housing assistance and/or to create

affordable housing opportunities in specific geographic areas meeting site selection criteria. Site selection criteria will be included as part of the proposal in order to inform prospective bidders of the methodology used to evaluate proposals.

D. Evaluation of Applications

Applications will be judged individually and may be approved for project based assistance if:

- 1. The application meets proposal requirements and the purposes described above;*
- 2. The application meets site selection standards set by HUD pursuant to 24CFR Part 983;*
- 3. Time tables for contract execution are met;*
- 4. The owner is in good standing with HUD and Bradford County Housing Authority; and,*
- 5. The application is consistent with project based voucher regulations.*

The Bradford County Housing Authority reserves the right to reduce the number of project-based units that have been requested.

E. Award of Project Based Contracts

Project based contracts will be approved by the Bradford County Housing Authority Board of Commissioners. Bradford County Housing Authority shall give prompt written notice of such selection to the party that submitted the proposal and prompt public notice of such selection.

F. Participant Rights and Responsibilities

Admission, tenant rent contributions, occupancy, tenancy, annual reexaminations, and housing quality standards and policies for participants will be governed by 24CFR Parts 982, 983 and this Administrative Plan. Voucher issuance and portability are restricted while the family participates in the project based voucher program. Tenants must comply with HUD's list of family obligations and Administrative Plan requirements.

G. Bradford County Housing Authority Responsibilities

Bradford County Housing Authority's project-based voucher program will comply with HUD and Bradford County Housing Authority regulations and policies. If Bradford County Housing Authority owned units are selected for project-based voucher assistance, TCHA will be required to allow a HUD filed office review of the TCHA's proposal and selection process.

Reason for Change – Initiate more stable affordable housing in the County to address the current affordable housing crisis as a result of the local Marcellus Shale Gas Play situation.

Minutes

Bradford County Housing Authority

March 30, 2011

The regular meeting of the Bradford County Housing Authority was held at the River Stone Inn in Towanda at 12:00 noon on March 30, 2011. The following board members were present; Roger Graham, Bill Farley, Ray DePaola, Grace Dinelli and Nancy Shaw. Also present were Jim McRath, Kelley Cevette, Charlie Bourque, Victoria Powers, and Susan Storch.

Chairperson Bill Farley called the meeting to order. Minutes from the February 22, 2011 meeting were reviewed. On motion by Roger Graham, seconded by Ray DePaola the minutes were accepted. All members in favor.

EXHIBIT BH 3-11-1

The bills for January were reviewed. On motion by Nancy Shaw, seconded by Roger Graham the January 2011 bills were approved. All members in favor.

EXHIBIT BH 3-11-2

The occupancy report was reviewed. No action was needed on this report.

EXHIBIT BH 3-11-3

The Annual Public Housing Agency Plan and 5 Year Plan was reviewed. The changes to the Admissions and Occupancy policy were discussed. On motion by Ray DePaola, seconded by Nancy Shaw the resolution accepting the Annual Plan and 5 Year Plan was approved. All members in favor.

EXHIBIT BH 3-11-4

The sprinkler bids for Hillcrest Manor in Troy were reviewed. Four Businesses were contacted and only one bid came in. The bid of \$120,000.00 was from Anchor Fire Protection. The Authority was recommending this bid since it was for the same amount that the Engineer estimated for the project. On motion by Roger Graham, seconded by Ray DePaola the bid from Anchor Fire Protection for \$120,000.00 was approved. All members in favor.

EXHIBIT BH 3-11-5

Board Information:

There was discussion about the possibility of Board members receiving their monthly Board Package through email. All members except for Grace Dinelli would prefer receiving their packages through email. The Authority will still physically send a Board meeting package through the mail to Grace.

Jim presented the Board with the results from the Capital Grant Bids that were held Friday, March 25th. There were only two bids for the General Contracting. The low bid was \$354,000.00 from Redstone Company. The Authority recommends this bid. There were two bids per unit one for \$2,600.00 a tub cuts and one for \$46,780.00 or \$454.00 a unit. The Authority was recommending Bath Pros, Inc. for \$46,780.00. On motion by Ray DePaola, seconded by Roger Graham the bids from Redstone Company and Bath Pros, Inc were accepted. All members in favor.

Charlie did a presentation on the paperless system TenDoc's which is offered through our software provider Tenmast. The Board members were given documentation on the costs and benefits to going paperless in the Authority. There was a discussion about the how this would be implemented. On motion by Roger Graham, seconded by Ray DePaola the TenDoc's system was approved for purchase. All members in favor.

On motion duly made and seconded, the meeting of the Housing Authority was adjourned. Next meeting will be a join meeting with the Tioga County Board on April 26th in Troy.

Secretary

Chairperson

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Bradford County Housing Authority	Grant Type and Number: Capital Fund Program Grant No.: <u>PA26P06450109</u> Placement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant: <u>2009</u> FFY of Grant Approval: _____
---	---	---

Type of Grant

☐ Original Annual Statement
☐ Reserve for Disasters/Emergencies
☐ Revised Annual statement (revision no: _____)

☒ Performance and Evaluation report for Program Year Ending 12/31/2010
☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised 2	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (may not exceed 20% of line 20) ³	5,161.00	80,601.00	80,601.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	55,351.00	55,351.00	55,351.00	55,351.00
5	1411 Audit	1,000.00	1,000.00	1,000.00	1,000.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	35,000.00	24,800.00	24,800.00	22,844.82
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	25,000.00	29,300.00	29,300.00	26,956.00
10	1460 Dwelling Structures	432,000.00	352,460.00	352,460.00	121,228.00
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	10,000.00	10,000.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities ⁴	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sum of lines 2 - 19)	553,512.00	553,512.00	553,512.00	227,379.82
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	27,000.00	39,700.00	39,700.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	20,000.00	26,860.00	26,860.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	130,000.00	68,700.00	68,700.00	40,230.00

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary			
PHA Name: Bradford County Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: PA26P06450109 Date of CFFP: _____	
		Replacement Housing Factor Grant No.: _____ FFY of Grant: 2009 FFY of Grant Approval: _____	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation report for Program Year Ending _____ <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ²
Signature of Executive Director _____		Date	Signature of Public Housing Director _____
		12/31/2010	6/14/11

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: Bradford County Housing Authority			Grant Type and Number: Capital Fund Program Grant No.: PA26P06450109 CFFP (Yes/No): No Replacement Housing Factor Grant No.:					Federal FY of Grant: 2009
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised 2	Funds Obligated ²	Funds Expended ²	
AMP 1								
PA 64-2	Siding Replacement	1460	9500 sq ft	45,000.00	58,700.00	58,700.00	53,530.00	A: 7/10 C:
PA 64-2	Toilets	1460	20	6,000.00	6,700.00	6,700.00	0.00	A: 7/10 C:
	PA 64-2 Total			51,000.00	65,400.00	65,400.00	53,530.00	
	AMP 1 Total			51,000.00	65,400.00	65,400.00	53,530.00	
AMP 2								
PA 64-4	Generator Replacement	1460	1	45,000.00	0.00	0.00	0.00	Move to 2011
PA 64-4	Refurbish Kitchens	1460	62	60,000.00	58,510.00	58,510.00	26,100.00	A: 7/10 C:
PA 64-4	Compactor Upgrade	1460	1	3,000.00	0.00	0.00	0.00	Deleted by Maint
PA 64-4	Concrete Work (from 2014)	1450	17 cb yds	0.00	29,300.00	29,300.00	26,956.00	A: 7/10 C:
	PA 64-4 Total			108,000.00	87,810.00	87,810.00	53,056.00	
PA 64-6	Window Replacement (Comm Rm Only - scope change)	1470	300 sq ft	10,000.00	10,000.00	10,000.00	0.00	A: 7/10 C:
PA 64-6	Kitchen Upgrades (from 2012)	1460	10	0.00	59,520.00	59,520.00	37,548.00	A: 7/10 C:
PA 64-6	Walkway Lighting	1450	1	25,000.00	0.00	0.00	0.00	Move to 2011
PA 64-6	Additional Emergency Bells	1460	5	2,000.00	0.00	0.00	0.00	Move to 2011
	PA 64-6 Total			37,000.00	69,520.00	69,520.00	37,548.00	
	AMP 2 Total			145,000.00	157,330.00	157,330.00	90,604.00	
AMP 3								
PA 64-3	Lighting	1460	100	35,000.00	0.00	0.00	0.00	Move to 2012
PA 64-3	Window Upgrades	1460	300	20,000.00	0.00	0.00	0.00	Move to 2013
PA 64-3	Replace Toilets	1460	69	30,000.00	39,700.00	39,700.00	0.00	A: 7/10 C:
PA 64-3	Refurbish Kitchens	1460	62	60,000.00	55,520.00	55,520.00	4,050.00	A: 7/10 C:
PA 64-3	Man Door In Overhead Door	1460	1	3,000.00	12,000.00	12,000.00	0.00	A: 7/10 C:
	PA 64-3 Total			148,000.00	107,220.00	107,220.00	4,050.00	

¹ To be completed for the Performance and Evaluation Report or a revised Annual Statement

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

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Page 5 of 5

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Bradford County Housing Authority	Grant Type and Number: Capital Fund Program Grant No.: <u>PA26P06450109</u> Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant: <u>2009</u> FFY of Grant Approval: _____
---	---	---

Type of Grant

☐ Original Annual Statement
☐ Reserve for Disasters/Emergencies
☐ Revised Annual statement (revision no: _____)

☒ Performance and Evaluation report for Program Year Ending 12/31/2010
☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised 2	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (may not exceed 20% of line 20) ³	5,161.00	80,601.00	80,601.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	55,351.00	55,351.00	55,351.00	55,351.00
5	1411 Audit	1,000.00	1,000.00	1,000.00	1,000.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	35,000.00	24,800.00	24,800.00	22,844.82
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	25,000.00	29,300.00	29,300.00	26,956.00
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12	1470 Non-dwelling Structures	0.00	10,000.00	10,000.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities ⁴	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
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23	Amount of line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	20,000.00	26,860.00	26,860.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	130,000.00	68,700.00	68,700.00	40,230.00

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary			
PHA Name: Bradford County Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: PA26P06450109 Date of CFFP: _____	
		Replacement Housing Factor Grant No.: _____ FFY of Grant: 2009 FFY of Grant Approval: _____	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation report for Program Year Ending _____ <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ²
Signature of Executive Director _____		Date	Signature of Public Housing Director _____
		12/31/2010	6/14/11

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

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AMP 1								
PA 64-2	Siding Replacement	1460	9500 sq ft	45,000.00	58,700.00	58,700.00	53,530.00	A: 7/10 C:
PA 64-2	Toilets	1460	20	6,000.00	6,700.00	6,700.00	0.00	A: 7/10 C:
	PA 64-2 Total			51,000.00	65,400.00	65,400.00	53,530.00	
	AMP 1 Total			51,000.00	65,400.00	65,400.00	53,530.00	
AMP 2								
PA 64-4	Generator Replacement	1460	1	45,000.00	0.00	0.00	0.00	Move to 2011
PA 64-4	Refurbish Kitchens	1460	62	60,000.00	58,510.00	58,510.00	26,100.00	A: 7/10 C:
PA 64-4	Compactor Upgrade	1460	1	3,000.00	0.00	0.00	0.00	Deleted by Maint
PA 64-4	Concrete Work (from 2014)	1450	17 cb yds	0.00	29,300.00	29,300.00	26,956.00	A: 7/10 C:
	PA 64-4 Total			108,000.00	87,810.00	87,810.00	53,056.00	
PA 64-6	Window Replacement (Comm Rm Only - scope change)	1470	300 sq ft	10,000.00	10,000.00	10,000.00	0.00	A: 7/10 C:
PA 64-6	Kitchen Upgrades (from 2012)	1460	10	0.00	59,520.00	59,520.00	37,548.00	A: 7/10 C:
PA 64-6	Walkway Lighting	1450	1	25,000.00	0.00	0.00	0.00	Move to 2011
PA 64-6	Additional Emergency Bells	1460	5	2,000.00	0.00	0.00	0.00	Move to 2011
	PA 64-6 Total			37,000.00	69,520.00	69,520.00	37,548.00	
	AMP 2 Total			145,000.00	157,330.00	157,330.00	90,604.00	
AMP 3								
PA 64-3	Lighting	1460	100	35,000.00	0.00	0.00	0.00	Move to 2012
PA 64-3	Window Upgrades	1460	300	20,000.00	0.00	0.00	0.00	Move to 2013
PA 64-3	Replace Toilets	1460	69	30,000.00	39,700.00	39,700.00	0.00	A: 7/10 C:
PA 64-3	Refurbish Kitchens	1460	62	60,000.00	55,520.00	55,520.00	4,050.00	A: 7/10 C:
PA 64-3	Man Door In Overhead Door	1460	1	3,000.00	12,000.00	12,000.00	0.00	A: 7/10 C:
	PA 64-3 Total			148,000.00	107,220.00	107,220.00	4,050.00	

¹ To be completed for the Performance and Evaluation Report or a revised Annual Statement

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

¹ To be completed for the Performance and Evaluation Report or a revised Annual Statement

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

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Page 5 of 5

**Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: Bradford County Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: PA26S06450109 Date of CFFP: _____			FFY of Grant: 2009 CFRG FFY of Grant Approval: _____
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: _____) <input checked="" type="checkbox"/> Performance and Evaluation report for Program Year Ending 12/31/2010 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (may not exceed 20% of line 20) ³	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	66,373.00	63,195.41	63,195.41	63,195.41
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	55,300.00	55,656.91	55,656.91	55,656.91
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	10,000.00	13,825.00	13,825.00	13,825.00
10	1460 Dwelling Structures	519,917.00	533,305.68	533,305.68	533,305.68
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	50,000.00	35,607.00	35,607.00	35,607.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities ⁴	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sum of lines 2 - 19)	701,590.00	701,590.00	701,590.00	701,590.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	20,000.00	17,695.00	17,695.00	17,695.00
25	Amount of line 20 Related to Energy Conservation Measures	171,417.00	190,649.89	190,649.89	190,649.89

¹ To be completed for the Performance and Evaluation Report.


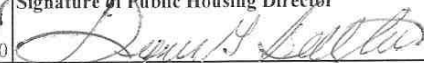
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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary			
PHA Name: Bradford County Housing Authority		Grant Type and Number: Capital Fund Program Grant No: PA26S06450109 Replacement Housing Factor Grant No: Date of CFFP: _____	
		FFY of Grant: 2009 CFRG FFY of Grant Approval: _____	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: _____) <input checked="" type="checkbox"/> Performance and Evaluation report for Program Year Ending 12/31/2010 <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost Total Actual Cost ¹	
		Original	Revised ²
		Obligated	Expended
Signature of Executive Director 		Signature of Public Housing Director 	
Date 12/31/2010		Date 6/14/11	

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

[illegible]

¹ Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: Bradford County Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: PA26S06450109 Date of CFFP: _____			FFY of Grant: 2009 CFRG FFY of Grant Approval: _____
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: _____) <input checked="" type="checkbox"/> Performance and Evaluation report for Program Year Ending 12/31/2010 <input type="checkbox"/> Final Performance and Evaluation Report					
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7	1430 Fees and Costs	55,300.00	55,656.91	55,656.91	55,656.91
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20	Amount of Annual Grant (sum of lines 2 - 19)	701,590.00	701,590.00	701,590.00	701,590.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	20,000.00	17,695.00	17,695.00	17,695.00
25	Amount of line 20 Related to Energy Conservation Measures	171,417.00	190,649.89	190,649.89	190,649.89

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary			
PHA Name: Bradford County Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: PA26S06450109 Replacement Housing Factor Grant No.: Date of CFFP:	
		FFY of Grant: 2009 CFRG FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation report for Program Year Ending 12/31/2010 <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
		Original	Revised ²
		Obligated	Expended
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	
12/31/2010		6/14/11	

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

[illegible]

¹ Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: Bradford County Housing Authority		Grant Type and Number: Capital Fund Program Grant No.: _____ Placement Housing Factor Grant No: _____ Date of CFFP: _____		FFY of Grant: 2011 FFY of Grant Approval: _____	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: _____) <input type="checkbox"/> Performance and Evaluation report for Program Year Ending _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (may not exceed 20% of line 20) ³	14,351.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	54,900.00	0.00	0.00	0.00
5	1411 Audit	1,000.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	28,000.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	101,000.00	0.00	0.00	0.00
10	1460 Dwelling Structures	255,000.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	95,000.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities ⁴	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sum of lines 2 - 19)	549,251.00	0.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		Grant Type and Number:		FFY of Grant:	
PHA Name: Bradford County Housing Authority		Capital Fund Program Grant No.: _____ Placement Housing Factor Grant No: _____ Date of CFFP: _____		2011 FFY of Grant Approval: _____	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual statement (revision no: _____) <input type="checkbox"/> Performance and Evaluation report for Program Year Ending _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
Signature of Executive Director <i>Kelley Cwette</i>		Signature of Public Housing Director <i>Dennis J. Belkyto</i>		Date 8/3/11	
Date 7/29/2011					

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages								
PHA Name:			Grant Type and Number:					Federal FY of Grant:
Bradford County Housing Authority			Capital Fund Program Grant No.:		CFPP (Yes/No): No		2011	
			Replacement Housing Factor Grant No.:					
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 1								
PA 64-1	Install Vanities in Bathroom	1460	50	18,000.00	0.00	0.00	0.00	
	Flagpole lighting	1450	1 light	1,000.00	0.00	0.00	0.00	
	Roof Drain - A Building	1460	50lf	5,000.00	0.00	0.00	0.00	
PA 64-2	Sidewalk Replacement	1450	1000sf	5,000.00	0.00	0.00	0.00	
	Pave Parking Lot	1450	8200sf	10,000.00	0.00	0.00	0.00	
	Smoke Detectors and Co2 Detectors	1460	20units	20,000.00	0.00	0.00	0.00	
AMP 1 TOTAL				59,000.00	0.00	0.00	0.00	
AMP 2								
PA 64-4	Generator Replacement	1460	1	70,000.00	0.00	0.00	0.00	
	Replace Water & Heat Lines / Valves	1460	100 units	20,000.00	0.00	0.00	0.00	
	Hallway Carpet	1450	8000sf	35,000.00	0.00	0.00	0.00	
	Boiler Replacement	1470	3	75,000.00	0.00	0.00	0.00	
PA 64-6	Handrail in Hallways	1460	400lf	5,000.00	0.00	0.00	0.00	
	Community Room Kitchen Upgrades	1470	1 kitchen	20,000.00	0.00	0.00	0.00	
	Replace Front Sidewalk	1450	500sf	10,000.00	0.00	0.00	0.00	
	Fire Alarm Replacement	1460	30 units	30,000.00	0.00	0.00	0.00	
	Additional Emergency Bells	1460	4	2,000.00	0.00	0.00	0.00	
	Walkway Lighting	1450	2 light poles	10,000.00	0.00	0.00	0.00	
AMP 2 TOTAL				277,000.00	0.00	0.00	0.00	
AMP 3								
PA 64-3	Back Flow Prev. Domestic & Hydronic sys.	1460	6valves	10,000.00	0.00	0.00	0.00	
	Boiler Replacement	1460	3	75,000.00	0.00	0.00	0.00	
PA 64-5	New Common Area Floors	1450	2000 sf	30,000.00	0.00	0.00	0.00	
AMP 3 TOTAL				115,000.00	0.00	0.00	0.00	

¹ To be completed for the Performance and Evaluation Report or a revised Annual Statement

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

² To be completed for the Performance and Evaluation Report or a revised Annual Statement

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

[illegible]

form HUD-50075.1 (4/2008)

Capital Fund Program - Five-Year Action Plan

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part 1: Summary

PHA Name Bradford County Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No.: _____				
Development Number and Name		Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
B.	AMP-1 1450 Site Improvement	Annual Statement	35,000.00	0.00	4,500.00	0.00
C.	AMP-1 1460 Dwelling Structures		65,000.00	272,500.00	20,000.00	171,000.00
D.	AMP-1 1470 Non-Dwelling Structures		35,000.00	0.00	0.00	0.00
F.	AMP-2 1450 Site Improvement		55,000.00	8,000.00	40,000.00	20,000.00
G.	AMP-2 1460 Dwelling Structures		76,000.00	102,000.00	295,000.00	227,265.00
	AMP-2 1470 Non-Dwelling Structures		0.00	0.00	0.00	0.00
J.	AMP-3 1450 Site Improvement		20,000.00	52,500.00	7,500.00	0.00
K.	AMP-3 1460 Dwelling Structures		160,000.00	30,000.00	68,000.00	32,000.00
M.	AMP-3 1470 Non-Dwelling Structure		0.00	5,000.00	0.00	0.00
N.	AMP-3 1475 Non-Dwelling Equipment		0.00	0.00	10,500.00	3,000.00
O.	PHA Wide 1406 Operations		29,112.00	5,112.00	29,612.00	21,847.00
P.	PHA Wide 1410 MGT Fees		55,000.00	55,000.00	55,000.00	55,000.00
Q.	PHA Wide 1411 Audit	1,000.00	1,000.00	1,000.00	1,000.00	
R.	PHA Wide 1430 Fees & Costs Architech & Engineering	22,400.00	22,400.00	22,400.00	22,400.00	
	Grand Total	553,512.00	553,512.00	553,512.00	553,512.00	

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 4/30/2011

Part II: Supporting Pages - Work Activities

Work 2011	Work Statement for Year 2 FFY 2012				Activities for Year: 3 FFY Grant: 2013			
	Development Name/Number	Major Work Categories	Qty	Estimated Cost	Development Name/Number	Major Work Categories	Qty	Estimated Cost
	AMP 1				AMP 1			
	PA 64-1	1460			PA 64-1	1460		
						Replace Roof and Soffit	18000sf	130,000.00
		Bath Lighting Replacement	50	5,000.00		Handicap Accessibility improvements	3	35,000.00
						Common Area Lighting, Occ. Sensors	1	30,000.00
						Apartment Flooring	10000 sqf	37,500.00
		1450						
		Sidewalk Replacement	300sf	10,000.00				
		Handicap ramp replacement	200sf	25,000.00				
		PA 64-1 TOTAL		40,000.00		PA 64-1 TOTAL		232,500.00
	PA 64-2	1460						
		Replace Apartment Electrical Components	20	10,000.00				
		Replace Electrical Panels	20	20,000.00				
		Replace Roofs	12000 sqf	30,000.00				
		1470			PA 64-2	1460		
		New Siding on Sheds	5000 sqf	20,000.00		Handicap Apartment Upgrades	2	40,000.00
		Siding and Insulation Garage	960 sqf	15,000.00				
		PA 64-2 TOTAL		95,000.00				
						1450		
						Sidewalks to 2011		
						PA 64-2 TOTAL		40,000.00

Part II: Supporting Pages - Work Activities

form **HUD-5007.2** (4/2008)

Part II: Supporting Pages - Work Activities

Page 4 of 9

Part II: Supporting Pages - Work Activities

form HUD-5007.2 (4/2008)

Part II: Supporting Pages - Work Activities

Page 6 of 9

Part II: Supporting Pages - Work Activities

form HUD-5007.2 (4/2008)

Part II: Supporting Pages - Work Activities

form **HUD-5007.2** (4/2008)

Part II: Supporting Pages - Work Activities

form HUD-5007.2 (4/2008)

Bradford County Housing Authority Advisory Board Meeting

**Thursday, February 3, 2011 12:00 Noon
Colonial Terrace Community Room, Towanda PA**

Present: Al Planishek – Colonial Towers, Towanda
Shirley Deranzio – Keystone Manor, Sayre
Sandy Lattimer – Page Manor, Athens
Helen Brokaw – McCallum Manor, Canton
Joyce & Richard Pratt – McCallum Manor, Canton
Rosetta Vance – McCallum Manor, Canton
Julia Beach – Hillcrest Apartments, Troy
Robert Beach - Hillcrest Apartments, Troy
Wilma Sullivan – Colonial Towers
Grace Dinelli – Colonial Towers
Jeannie Cotton – Keystone Manor
Jeannie Puckett – Keystone Manor
Anna Belle Harris – Colonial Terrace
Felix Hejeck – Keystone Manor
Gerry Mosier – Colonial Terrace
Jill Lewellyn – Colonial Terrace
Lee Bryington – BCHA
James McRath – BCHA
Kevin Patt – BCHA
Kelley Cevette – BCHA
Sandy Grover – BCHA
Scott Canfield - BCHA

James McRath, Bradford County Housing Authority Executive Director, welcomed everyone to the meeting, He introduced the staff that were present; Kevin Patt, Housing Development Coordinator, Kelley Cevette, Deputy Executive Director, Lee Bryington, Assistant Project Manger and Scott Canfield Maintenance Foreman.

Minutes from the January Feb. 3, 2010 meeting were reviewed. On motion by Al Planishek, seconded by Shirley Deranzio the minutes were approved as written. Minutes were approved.

Mr. McRath reviewed the schedule of the annual tenant meetings.

Mr. McRath reviewed the purpose of the Tenant Advisory Board, its background and history of the preparation of the Annual Plan.

Mr. McRath announced that the Housing Authority will maintain the Homemakers Assistance Program. This program currently assists eligible tenants with light housekeeping duties provided by an outside agency. He feels that this program allows for some individuals to maintain their independence longer. The Housing Authority will also maintain the subsidy paid to EMTA on behalf of our tenants that are eligible for their transportation.

Mr. McRath announced several policy changes that will be included this year in the annual plan.

Changes to the Operating Plan for Public Housing that are purposed:

- The Principal Residence clause will require a family to physically move in within 30 days of signing their lease. This is to prevent a family from renting an apartment but continuing to reside in another area and never physically moving in.
- The Authority will be having an active website as of March 1, 2010. Applications will be accepted on-line through the website as of April 1, 2010.
- There is a change in the preference process for PH and RA. There is now a preference for being a resident in the county. In addition, there will be a scoring system to rate preferences.
- EIV tenant system search required by HUD for all new applicants.
- Upgrades to Violence against Woman Act compliance.
-

Changes to the Operating Plan for Section 8 that are purposed are:

- Suspension due to insufficient funding.
- Project Based Voucher Program
- Preferences to include county residency and nursing home transition

Kevin Patt, spoke to the Board on his presentation of the five (5) year plan for physical improvements for the Capital Grant Program. He went over the procedure for determining what is on the plan each year. Items in the budget are large items such as roofs, sprinkler systems, heating systems not general maintenance items. He explained the need to adjust this plan based on funding or emergency need for repairs. After reviewing some items on this year's list Kevin asked all Board members to review the specific items on the list for their particular sites and he would address any questions if needed.

Several Board members presented questions or comments on the physical needs assessment or other items.

- Keystone Manor resident asked about the security system and where the cameras were directed. She indicated that someone from outside the building entered her mother's apartment without knocking. Kevin indicated that the cameras can not cover all areas in the building. He

stated that it's important to keep your doors locked at all times and to call the police if at any time you feel uncomfortable about someone entering your apartment.

- This same tenant complained that $\frac{3}{4}$ of the building residents do not come out and move their cars after a snow storm so that the maintenance staff can clear the parking lot. Kevin will look into the plan in place at Page and Keystone Manor by contacting the maintenance foreman.
- Hillcrest resident requested strobe lights for hearing impaired tenants and a threshold ramp to allow a wheel chair tenant to exit the building quickly.
- Colonial Towers resident indicated that the automatic front door stays open a long time to allow the person to enter but by doing so could allow an unwelcome person the same entrance. Scott Canfield the Foreman will look into adjusting it.
- Keystone Manor residents indicated that the tile floors on the 3rd and 5th are in very bad condition. Kevin indicated that we are working on replacing them. These are fairly new floors which is unusual for them to wear this poorly.
- Terrace resident indicated that they could use new carpet and tub cuts.
- Terrace Tenants indicated that they would like the bank behind the building cleared of brush and some flowering bushes installed.

Hearing no further comments or questions Jim informed the Board members as to the Public Hearing scheduled for March 9, 2011 at 10:00am at Colonial Towers in Towanda. Members were again thanked for their participation.

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Bradford County Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

McCallum Manor, Minnequa Ave. Canton, Bradford County, PA 17724

Canton Townhouses, Second, Washington, Montague Streets, Canton, Bradford County, PA 17724

Page Manor, Church Street, Athens, Bradford County, PA 18810

Colonial Towers, Colonial Drive, Towanda, Bradford County, PA 18848

Keystone Manor, North Elmer Ave., Sayre, Bradford County, PA 18840

Park Place, Riverside Drive, Wyalusing, Bradford County, PA 18853

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

James F. McRath

Title

Executive Director

Signature

X 

Date

3-30-2011

form HUD-50070 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Applicant Name

Bradford County Housing Authority

Program/Activity Receiving Federal Grant Funding
Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

James F. McRath

Title

Executive Director

Signature



Date (mm/dd/yyyy)

3-30-2011

Previous edition is obsolete

form HUD 50071 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Bradford County Housing Authority 4 Riverside Plaza Blossburg, PA 16912 Congressional District, if known: 4c			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known:		
6. Federal Department/Agency: U.S. Department of Housing and Urban Development			7. Federal Program Name/Description: Capital Fund Program CFDA Number, if applicable:		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A No Lobbying Activities Proposed			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature:  Print Name: James F. McRath Title: Executive Director Telephone No.: 570-638-2151 Date: 3-30-2011		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

Eligibility, Selection and Admissions Policies

Eligibility, tenant selection and admissions policies are explain in detail in the Authority's Public Housing Admissions and Occupancy Policy and the Authority's Section 8 Administrative Plan. Copies of both documents are available at the Authority's Administrative Offices and are also available from the Authority's website – www.tbhra.org

Included in this document are summaries of proposed changes to the Public Housing Admissions & Occupancy Policies and the Section 8 Administrative Plan.

Public Housing Admissions and Occupancy Policy – List of Modifications March 2011

Table of Contents

Updated to reflect repagination of some sections

Chapter 7.0 Taking Applications

Remove this section in its entirety and insert the following:

Chapter 7.0 Taking Application

Families wishing to apply for the Public Housing Program will be requires to complete and application for housing assistance. Applications may be submitted by applying online through the Bradford County Housing Authority website, www.tbhra.org

Applications are taken to compile a waiting list. Due to the demand for housing in the Bradford County Housing Authority jurisdiction, the Bradford County Housing Authority may take applications on an open enrollment basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants and the Bradford County Housing Authority will verify the information.

Applications may be submitted through the Bradford County Housing Authority website www.tbhra.org The completed application will be dated

and time stamped by the computer system and a confirmation assigned per application immediately following submittal. This confirmation number will be the applicant's official notification of received.

Persons with disabilities who require a reasonable accommodation in completing and application may call the Bradford County Housing Authority to make arrangements. A telecommunication device for the deaf (TDD) is available for the deaf. The TDD telephone number is (570) 638-2227.

The application process will involve two phases. The first phase is the initial application for housing assistance. This requires the family to provide limited basic information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

The second phase is the final determination of eligibility. This takes place when the family nears the top of the waiting list. The Bradford County Housing Authority will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

Reason for Changes – The admission of the Authority's website and application submittal being adjusted to an online process.

Chapter 8 Eligibility For Admission

Section B – EIV System

Renumber the existing Section B to Section C and the existing Section C to Section D Insert a new Section B as follows:

Section B – EIV System

For each prospective tenant, the Bradford County Housing Authority shall at the time of the eligibility interview print and maintain on file a copy of the EIV Existing Tenant Search results.

If the applicant or members of applicant's household are identified by EIV as currently being assisted at or owes a debt to, another Multifamily Housing or Public and Indian Housing (PIH) location, the Bradford County Housing Authority shall discuss these findings with the appropriate member(s) of applicant household and provide the opportunity to explain

the circumstances relative to being assisted at, or owing a debt to, another housing provider.

The Bradford County Housing Authority shall follow up with the respective housing provider to confirm the applicant's program participation status or debt owed before admission. If necessary the Bradford County Housing Authority will coordinate move-in/move-out dates with the other housing provider at the other location.

The Bradford County Housing Authority shall retain Existing Tenant Search results, as well as any related additional documentation, with the application.

Reason for Changes – To include new HUD requirements concerning use of the previous tenant report in the EIV System.

Chapter 10.0 - Tenant Selection and assignment

Remove this section in its entirety and insert the following:

Section 10.1 Preferences

The Bradford County Housing Authority will select families based on the following preferences within each bedroom size category:

A. Residency preferences for families who live, work, or have been hired to work or who are attending school in Bradford County. This preference shall be worth 50 points.

B. Those who are involuntarily displaced by government action, flood, fire or as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws. This preference shall be worth 25 points.

C. Victims of domestic violence. This preference shall be worth 20 points.

D. Persons who are homeless. This preference shall be worth 15 points.

E. Those who have been employed 20 hours per week for the three months prior to submitting the application. This preference shall be worth 10 points.

F. Veterans and Veteran's families. This preference shall be worth 5 points.

Points awarded for the above listed preferences shall be cumulative. Order of applicant selection among applicants with the same number of preference points shall be based on the state and time of the application. Table 1 provides a matrix of the various cumulative values of the preference listed above.

Building Designed for the Elderly and Disabled: Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come up to the top of the waiting list. Such applicants, however, must sign a release form stating that will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice. A separate waiting list will be maintained for applicants that request a handicapped unit only.

Reason for changes: Addition of the residence preference and point values of preferences.

Chapter 10. Tenant Selection and Assignment Plan

Insert section 10.9 which was not previously on the plan, as follows:

Section 10.9 Physical Residency Requirement

The physical unit that the applicant signs the lease agreement for must become their principal residence. The tenant will be given 30 days from the date of the lease signing to physically move into the residence and change their mailing address to this location. Failure to do so allows the Bradford County Housing Authority the option of beginning the eviction process.

Reason for Change – To avoid applicants from renting units and not physically moving into them while keeping their primary residence elsewhere.

Chapter 19.0 Violence Against Woman Act

Addition of A, B, C & D under Section 19.1 as follows:

Section 19.1 Violence Against Woman Act

- A. *Bradford County Housing Authority may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy or occupancy rights of the victim of abuse.*
- B. *The Bradford County Housing Authority may not consider criminal activity directly related to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse.*
- C. *The Bradford County Housing Authority may request in writing that the victim, or family member on the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066 or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specific timeframe may result in eviction.*
- D. *The Bradford County Housing Authority should be mindful that the delivery of the certification form to the tenant in response to an incident via mail may place the victim at risk, e.g., the abuser may monitor the mail. Therefore, the Authority may require that the tenant appear in person to pick up the certification form and are encouraged to work with tenants to make delivery arrangements that do not place the tenant at risk.*

Reason for Changes – To include new HUD requirements for the Violence Against Woman Act

Section 8 Admissions and Occupancy Policy – List of Modifications March 2011

Chapter 4.0 Managing the Waiting List

Remove this section in its entirety and insert the following:

Chapter 4.2 Taking Applications

Families wishing to apply for the Section 8 Program will be requires to complete and application for housing assistance. Applications may be submitted by applying online through the Bradford County Housing Authority website, www.tbhra.org

Applications are taken to compile a waiting list. Due to the demand for housing in the Bradford County Housing Authority jurisdiction, the Bradford County Housing Authority may take applications on an open enrollment basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants and the Bradford County Housing Authority will verify the information.

Applications may be submitted through the Bradford County Housing Authority website www.tbhra.org . The completed application will be dated and time stamped by the computer system and a confirmation assigned per application immediately following submittal. This confirmation number will be the applicant's official notification of received.

Persons with disabilities who require a reasonable accommodation in completing and application may call the Bradford County Housing Authority to make arrangements. A telecommunication device for the deaf (TDD) is available for the deaf. The TDD telephone number is (570) 638-2227.

The application process will involve two phases. The first phase is the initial application for housing assistance. This requires the family to provide limited basic information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

The second phase is the final determination of eligibility. This takes place when the family nears the top of the waiting list. The Bradford County

Housing Authority will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Section 8 Program.

Reason for Changes – The admission of the Authority's website and application submittal being adjusted to an online process.

Chapter 5.0 Selecting Families from The Waiting List

Change – 5.2 Preferences, Insert new Section A #1 & 3, Section B #1, 2 & 3

5.2 Preferences

A. Local Preferences

- 1. County Residency*
- 2. Involuntarily displaced person/family.*
- 3. Nursing Home Transition Program.*

B. Preference Rule Definitions

1. County Residency

Residency preference for families who live, work, or have been hired to work in Tioga County or who are attending school in Tioga County.

2. Involuntary Displaced

Includes displaced because of fires, disasters, government action and victims of actual or threatened physical violence (applicant does not have to move out to qualify)

In order to qualify as involuntarily displaced, the applicant cannot have been rehoused in substandard housing. For this purpose, housing is not standard replacement housing if it is overcrowded.

Cause evictions are not included as displaced criteria

3. Nursing Home Transition

Provides preference consideration for Area Agency on Aging clients who are temporarily housed in nursing homes facility and no longer require nursing home care.

Reason for Change – To update preferences to include County Residency and Nursing Home Transition

Chapter 6. Assignment Of Bedroom Sizes (Subsidy Standards)

Change - Insert Section 6.1.5

Section 6.1.5 EIV System

For each prospective tenant, the Bradford County Housing Authority shall at the time of the eligibility interview print and maintain on file a copy of the EIV Existing Tenant Search results.

If the applicant or members of applicants household are identified by EIV as currently being assisted at or owes a debt to, another Multifamily Housing or Public and Indian Housing (PIH) location, the PHA shall discuss these findings with the appropriate member(s) of applicant household and provide the opportunity to explain the circumstances relative to being assisted at, or owing a debt to, another housing provider.

The Bradford County Housing Authority shall follow up with the respective housing provider to confirm the applicant's program participation status or debt owed before admission. If necessary the PHA will coordinate move in/move-out dates with other housing provided at the other location.

The Bradford County Housing shall retain Existing Tenant Search results, as well as any related additional documentation, with the application.

Reason for Change – To include new HUD requirements concerning use of the previous tenant report in the EIV System.

Change - Chapter 19.0 to 20.0 and 20.0 to 21.0. Insert Chapter 19.0 and 22.0

Chapter 19. Termination of Contract

A. Suspension Due To Insufficient Funding

The Bradford County Housing Authority monitors income and expenditure data for the Housing Choice Voucher Program on a monthly basis. If at any time the Bradford County Housing Authority determines that insufficient funding is available to meet Housing Assistance Payment obligations, the Authority will take action to ensure fiscal solvency of the Housing Choice Voucher Program. The

Authority will take the following actions to balance anticipated voucher program expenditures with voucher program income:

- 1. Suspend issuances of vouchers to applicants from the Section 8 Voucher Program waiting list.*
- 2. Termination of vouchers previously issued to applicant, but not yet under assistance contract.*
- 3. Suspend assistance to current program participants:*

In the event that the Bradford County Housing Authority must suspend assistance to current participants, such suspensions will be performed as follows:

- a. The Bradford County Housing Authority will compile a list of all current participants. This participation list shall be in descending order of date of admission into the program (that is the oldest date of admission shall appear first).*
- b. The Bradford County Housing Authority will review the participant list and will initially exclude from the list all participating families which the Head of Household or Co Head of Household is elderly (defined as age 62 or older) or is disabled.*
- c. The Bradford County will then select non elderly/non disabled households from the participating list in order of program admission date, beginning with the participant with the oldest date.*
- d. The Bradford County Housing Authority will continue to select participants from the list until a sufficient number of participants are selected such that the sum of their monthly assistance payments are sufficient to reduce total monthly payments to an amount commensurate with program income*
- e. In the event that there are not sufficient numbers of elderly/non elderly disabled households available to reduce expenditures to the required level, then the Bradford County Housing Authority will select elderly/disabled households for suspension in the order of the household's program admission date (beginning with the oldest date of admission).*

- f. All participants selected for suspension as described in this section shall receive no less than 30 days written notification of the suspension of assistance. Such notice shall also be provided to the affected property owner.*
- g. Suspension of assistance under this section shall not be subject to the Bradford County Housing Authority's Grievance Policy and any participant suspended solely due to lack of sufficient funding shall not be entitled to a hearing to contest the Authority's action.*
- h. Suspension of assistance to the participant under this section shall result in termination of the Housing Assistance Payment Contract with the property owner on the same date as assistance to the participant is suspended. The Bradford County Housing Authority shall have no obligation for any additional assistance payments to the property owner beyond the date of suspension of assistance.*

4. Restoration of Assistance.

Any participant whose assistance is suspended due solely to lack of sufficient funding may be entitled to reinstatement of assistance. Reinstatement shall be available to any suspended participant who, as of the date of the reinstatement offer, is not already receiving another form of subsidized housing assistance. Such other subsidized housing assistance shall mean a housing program in which the participant is required to pay no more than 30% of their adjusted income for rent and utilities:

- a. Assistance shall be reinstated in the same order in which assistance was originally suspended. However, reinstatement may be subject to termination of participation in the event the participant has engaged in an act or acts during suspension period, which act or acts would result in program termination had the assistance suspension not been in effect. For example is during the suspension period the participant engages in a criminal act which would have resulted in a termination action had assistance not be suspended. In the event of such a termination action, all requirements in this policy governing termination of program participant shall be in effect.*
- b. Reinstatement will include the execution of a new Housing Assistance Payment contract with the property*

owner. If at the time of reinstatement the new HAP contract is executed for the same dwelling occupied by the participant at the time of assistance suspension, the Bradford County Housing Authority shall have no obligation for assistance payments during the time period in which the suspension action was in effect.

- c. When offered the opportunity for reinstatement, the affected participants will be subject to the procedures outlined in this policy for new participants, including but not limited to: issuance of the voucher, time period for locating a dwelling, execution of the HAP contract, rent reasonableness and Housing Quality Standards.*
- d. In no event shall the Bradford County Housing Authority admit any new participant families from the waiting list nor absorb any incoming portable voucher holders until all eligible participants with suspension assistance have been offered the opportunity for reinstatement.*
- e. All suspended participants shall be notified in writing of the offer of reinstatement. Such written notice shall be sent to the last known mailing address provided by the participant. Failure of the participant to respond to the offer of reinstatement within 30 days shall be grounds for termination of assistance in accordance with the procedures for termination outlined in this Administrative Plan.*

4. Multiple Suspension Events

- a. In the event that the Bradford County Housing Authority must suspend assistance on more than one occasion, additional restrictions on suspension will take effect. In no case shall any participant be subject to a 2nd or subsequent suspension event until all participants have been subject to suspension.*

5. Treatment of Suspended Participants during suspension

- a. Any participants with suspended assistance shall remain a current program participant. As such reinstatement of assistance shall not be considered a new program admission for purposes of the income targeting requirements outlined in this Administrative Plan.*

Reason for Change – Describe procedures to deal with reduction of HAP costs due to insufficient funding.

22.0 PROJECT BASED VOUCHER PROGRAM

A. Purpose

The Bradford County Housing Authority's project based voucher program is established to provide safe and affordable housing opportunities for elderly, disabled, and/or severely economically disadvantaged families. Persons who are elderly and/or have disabilities or who are economically disadvantaged must be offered supportive services as a condition of occupancy. Supportive housing services include but are not limited to:

- *a private apartment;*
- *a service coordinator to help residents arrange for services;*
- *personal care services;*
- *housekeeping and laundry assistance;*
- *transportation;*
- *social activities;*
- *help with chores;*

B. Procurement

Units selected for project-based assistance are units for which competitively awarded 9 percent housing tax credits have been provided. Owners who have received competitively awarded 9 percent housing tax credits must make a written request to BradfordCounty Housing Authority for project-based voucher assistance within 3 years from the date of their award. Bradford County Housing Authority will require the owner to submit an application based upon selection criteria. All units must meet selection criteria.

If a request for proposals is initiated by Bradford County Housing Authority, Bradford County Housing Authority will publicly advertise the availability of project-based assistance for a specific number of units through a written application method. The request for proposal application will contain selection criteria that shall not limit proposals to a single site or impose restrictions that would preclude proposals for different sites. A deadline for submission for proposals will be required. A public advertisement will be placed in Towanda Daily Review.

C. Selection Criteria

Proposals for project-based assistance may be requested for new or existing structures or structures that will undergo rehabilitation. The type of units sought for project based assistance may have special conditions that are created to achieve a desired housing outcome for the type of families targeted to receive housing assistance and/or to create affordable housing opportunities in specific geographic areas meeting site selection criteria. Site selection criteria will be included as part of the proposal in order to inform prospective bidders of the methodology used to evaluate proposals.

D. Evaluation of Applications

Applications will be judged individually and may be approved for project based assistance if:

- 1. The application meets proposal requirements and the purposes described above;*
- 2. The application meets site selection standards set by HUD pursuant to 24CFR Part 983;*
- 3. Time tables for contract execution are met;*
- 4. The owner is in good standing with HUD and Bradford County Housing Authority; and,*
- 5. The application is consistent with project based voucher regulations.*

The Bradford County Housing Authority reserves the right to reduce the number of project-based units that have been requested.

E. Award of Project Based Contracts

Project based contracts will be approved by the Bradford County Housing Authority Board of Commissioners. Bradford County Housing Authority shall give prompt written notice of such selection to the party that submitted the proposal and prompt public notice of such selection.

F. Participant Rights and Responsibilities

Admission, tenant rent contributions, occupancy, tenancy, annual reexaminations, and housing quality standards and policies for participants will be governed by 24CFR Parts 982, 983 and this Administrative Plan. Voucher issuance and portability are restricted while the family participates in the project based voucher program. Tenants must comply with HUD's list of family obligations and Administrative Plan requirements.

G. *Bradford County Housing Authority Responsibilities*

Bradford County Housing Authority's project-based voucher program will comply with HUD and Bradford County Housing Authority regulations and policies. If Bradford County Housing Authority owned units are selected for project-based voucher assistance, TCHA will be required to allow a HUD filed office review of the TCHA's proposal and selection process.

Reason for Change – Initiate more stable affordable housing in the County to address the current affordable housing crisis as a result of the local Marcellus Shale Gas Play situation.

Minutes

Bradford County Housing Authority

March 30, 2011

The regular meeting of the Bradford County Housing Authority was held at the River Stone Inn in Towanda at 12:00 noon on March 30, 2011. The following board members were present; Roger Graham, Bill Farley, Ray DePaola, Grace Dinelli and Nancy Shaw. Also present were Jim McRath, Kelley Cevette, Charlie Bourque, Victoria Powers, and Susan Storch.

Chairperson Bill Farley called the meeting to order. Minutes from the February 22, 2011 meeting were reviewed. On motion by Roger Graham, seconded by Ray DePaola the minutes were accepted. All members in favor.

EXHIBIT BH 3-11-1

The bills for January were reviewed. On motion by Nancy Shaw, seconded by Roger Graham the January 2011 bills were approved. All members in favor.

EXHIBIT BH 3-11-2

The occupancy report was reviewed. No action was needed on this report.

EXHIBIT BH 3-11-3

The Annual Public Housing Agency Plan and 5 Year Plan was reviewed. The changes to the Admissions and Occupancy policy were discussed. On motion by Ray DePaola, seconded by Nancy Shaw the resolution accepting the Annual Plan and 5 Year Plan was approved. All members in favor.

EXHIBIT BH 3-11-4

The sprinkler bids for Hillcrest Manor in Troy were reviewed. Four Businesses were contacted and only one bid came in. The bid of \$120,000.00 was from Anchor Fire Protection. The Authority was recommending this bid since it was for the same amount that the Engineer estimated for the project. On motion by Roger Graham, seconded by Ray DePaola the bid from Anchor Fire Protection for \$120,000.00 was approved. All members in favor.

EXHIBIT BH 3-11-5

Board Information:

There was discussion about the possibility of Board members receiving their monthly Board Package through email. All members except for Grace Dinelli would prefer receiving their packages through email. The Authority will still physically send a Board meeting package through the mail to Grace.

Jim presented the Board with the results from the Capital Grant Bids that were held Friday, March 25th. There were only two bids for the General Contracting. The low bid was \$354,000.00 from Redstone Company. The Authority recommends this bid. There were two bids per unit one for \$2,600.00 a tub cuts and one for \$46,780.00 or \$454.00 a unit. The Authority was recommending Bath Pros, Inc. for \$46,780.00. On motion by Ray DePaola, seconded by Roger Graham the bids from Redstone Company and Bath Pros, Inc were accepted. All members in favor.

Charlie did a presentation on the paperless system TenDoc's which is offered through our software provider Tenmast. The Board members were given documentation on the costs and benefits to going paperless in the Authority. There was a discussion about the how this would be implemented. On motion by Roger Graham, seconded by Ray DePaola the TenDoc's system was approved for purchase. All members in favor.

On motion duly made and seconded, the meeting of the Housing Authority was adjourned. Next meeting will be a join meeting with the Tioga County Board on April 26th in Troy.

Secretary

Chairperson